

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT COMMITTEE
MINUTES
Tuesday, June 26, 2018**

7:30 pm

Conference Room B

Present

Radha Gargeya, Chair; Patty Mostue, Vice-Chair; Craig Gruber; Ellen Joachim; Carole Kasper; Kevin Matthews

Also present

Bella Wong, Superintendent/Principal; Sherry Kersey, Director of Finance and Operations; Caroline Singler, TA President; Virginia Blake, Curriculum Director; Paul Hambelton, Sudbury parent; Zane Razzaq, Metrowest News

Call to Order

The meeting was called to order at 7:30pm.

Approval of Minutes

Approval of Minutes for April 24, 2018. On a motion from Patty Mostue and seconded by Craig Gruber the Minutes for April 24, 2018 were approved. All were in favor; there was no discussion.

Approval of Minutes for May 30th, 2018. On a motion from Patty Mostue and seconded by Craig Gruber, the Minutes for May 30th, 2018 were accepted pending a small edit from Ellen Joachim.

Approval of Minutes for June 19, 2018.

On a motion from Patty Mostue, seconded by Kevin Matthews, the Minutes for June 19, 2018 were approved pending small edits from Carole Kasper. Craig Gruber and Ellen Joachim abstained.

Presentation

Sherry Kersey and Virginia Blake were present to discuss the new Staff Handbook. Updated copies containing edits from the LS School Committee members were available to the committee members. Ms. Kersey reported that updating the staff handbook was one of the first tasks she was assigned. The handbook had not been updated for some time and the update coincided with the assessment required by the Pay Equity Act. The handbook has been organized so that it includes a mission statement and a streamlining of benefits, compensation, and insurance. The compensation package follows the current Teachers' Association agreement. The staff handbook now assures that all staff members are equitably compensated and receive equal benefits. The School Committee members commended Ms. Kersey, Ms. Blake, and Ms. Mahlert for their efforts in revamping the LS Staff handbook.

VOTE: On a motion from Craig Gruber, the LS School Committee approved the LS Staff Handbook. Kevin Matthews seconded the motion. There was no further discussion. All members were in favor.

Public Comment

There was no public comment.

Recognition

SERF ACE AWARDS TO 54 LS Faculty. Nathaniel Armistead, Charlie Asta-Ferrero, Gail Baker, Toni Benhaim, Mary Brunson, Desiree Butter, Jennifer Cameron, Joan Campbell, Elizabeth Carver, Christopher Collins, Dan Conti, Rachel Cooke, Ariel Cox, Tom Danko, Colleen Demers, Nicole Digenis, Brandon Dorey, Sean Duncan, John Flynn, Greg Gammons, Kelly Gaudreau, Nancy Goldstone, Mel Gonsalves, David Grace, Thomas Grandprey, Kate Grant, Melissa Gray, Sarah Greeley, Lea Hanco, Caroline Han, Conor Hanover, Lynne Hunter, Shari Idelson, Tim Jason, Amanda Klein, Carol Lewis, Lisa Lupinacci, Beth Mangano, Angela Medeiros, Jason Medeiros, Jane Murphy, Tim Nikula, Annalisa Notaro, JK Park, Jen Reen, Chris Schutzer, Regina Shopiro, Caroline Singler, Mark Sobkowicz, Marci Stoda, Matt Warner, Lisa Weiss, Seth Weiss, Matt Wentworth.

The end of year Staff/Faculty breakfast and meeting took place on Monday, June 25th. It was a great moment for expressing appreciation to one another for another year completed and a look forward to the renewal summer break brings and to think of plans for the coming school year.

The first annual LS Staff Golf Tournament took place on June 22nd at the Wayland Golf Course. Highlights from the tournament were that the team that included Judy Kataline, Kathleen Thompson, Shawn Miller and Greg Gammon won! Other notable events were a lost golf club, a "bird"-ie, and only one person hit by another's shot. Art Reilly organized the event. Our thanks to the Wayland Golf Club for their generosity.

The book "Why are all the black kids sitting together in the cafeteria?" has been distributed to faculty and staff for summer reading to be followed by shared discussions when school resumes. Suggested guiding questions are:

What are your key take-aways about the development aspects of racial identity?

For White, Black, Latino, American Indian, Asian Pacific students?

What three questions do you have after reading the book?

Other questions to think about:

Collecting quotes that made a strong impression as you read.

How might reading impact your role at LS?

On Saturday, June 23rd, the LS Girls' Rugby Team narrowly lost to Belmont in the Championship game. Sarah Greeley and the Girls' Rugby team played well and were formidable opponents for Belmont. Massachusetts is the only state in the U.S. that has a tournament for high school girls rugby. Congratulations to all!

FAC is pleased to present Tracie Lopez, Karen K'Amore, Tim Jason, Dan Lewis, David Bloom, and Melanie Palma as the new Faculty representatives. They join Charli Asta-Ferrero, Chris Collins, Conor Hanover, and Nicole Frattaroli.

World Language Department Coordinator and German Teacher Joan Campbell is currently in Vilshofen, German, with LS students for an exchange visit.

Student Representative Report

There was no student representative report.

METCO Parent Report

There was no METCO Parent Report.

Teachers' Association Report

Caroline Singler, Teachers' Association President, reported that exams are over and grades are due on Wednesday, June 27th, 2018. Ms. Singler commended the Buildings and Grounds Department for their work in preparing for summer projects. ED&E sessions have begun at school already and Aida Ramos as arranged for an SEI course to be offered to teachers at LS for re-licensure.

Chairman's Report

Radha Gargeya expressed his gratitude to administration, staff, and faculty for their tremendous accomplishments in guiding the education and well being of our students.

The School Committee Retreat will take place on August 15th or 16th. Please send your suggestions for topics of discussion to Radha Gargeya and/or Patty Mostue. We will craft an agenda which reflects the sentiments of the school committee and matters that the administration would like to address. Mr. Gargeya encouraged all school committee members to meet periodically with Ms. Wong to discuss school matters in greater detail than the LS School Committee meetings permit.

Liaison Reports

Patty Mostue is the school committee liaison with the Lincoln Public Schools and will be discussing with Superintendent Becky McFall ways that L-S can cooperate with Lincoln K-8 in the year ahead.

Mr. Gargeya met with the School Committee Chairs of Sudbury Public Schools and Lincoln Public Schools last week. Lisa Kouchakdjian, Tim Christenfeld and Mr. Gargeya are planning to have a forum on topics of mutual interest. He will communicate plans to the school committee as they are formed.

Superintendent/Principal Report

Last day classes was June 15th and the last day of exams was June 22nd. There will be a robust offering of ED&E classes during the summer months so many staff will return to the building to take advantage of them. The Administrative Team will be meeting Thursday/Friday of this week (June 28 and 29), and Thursday/Friday of next week (July

5,6). The meetings will include a debriefing session with Irwin Blumer as has been done each end of year.

Academic Council meetings have been scheduled for the week preceding school opening as have an orientation day for newly hired teachers, and orientation days for new METCO students entering our community. August 27th is the first day back for teachers, 9th Grade students begin school on August 28th and all students will return on August 29th. School goals will be set and preparations for the NEASC self reflection assessment will be underway.

Director of Finance and Operations' Report

There was no Director of Finance and Operations' Report.

Information and Discussion

LS Safety Review Subcommittee Recommendations were discussed. It was suggested that the 22 recommendations be categorized into actions currently being taken, short-term, mid-term, and long-term projects. Ms. Wong will be meeting with Peter Elenbaas and Kevin Rossley to plan timing and project feasibility. Some recommendations may require submitting capital requests to the planning committees of both Lincoln and Sudbury. Kevin Matthews and Craig Gruber expressed concern that some projects may be delayed past the optimal time in the summer for completing projects. The Committee members decided to read through the list of recommendations.

1. The LS Safety Council report on safety issues deemed appropriate to School Committee. The report shall include clear delineation of safety policies, including the need for confidentiality, and that the L-S Safety Council will include a communication plan in their council design that addresses the dissemination of information to students, staff and parents.
2. The LS Safety Council meet at least once per year in a meeting open to the public and that the meeting include a discussion for parents and students about safety and warning signs.
3. The school's communication network with local police and fire departments be expanded. It was acknowledged that the hiring of the School Resource Officer would, in large part, accomplish this recommendation.
4. District will support budgetary support to supt/principal to seek coaching around best practices for communication within and outside of the school.
5. School district will continue to evaluate emotional and social programs offered within LS (for students) and consider the possibility of increasing the number of programs due to increased demands of mental health supports. In addition, the district will build in systemic supports and continue to evaluate emotional and social training and professional development for L-S faculty and staff. This recommendation can be linked or include

recommendation #12 regarding the clinical counselors. It was acknowledged that the language of #5 and #12 needed to be made clearer.

6. The District should identify and put in place the tiered approach to crisis recovery team as outlined in STARS assessment. Continue to assess emergency plans as delineated in STARS assessment and/or other protocol. Completion of this recommendation is underway as Peter Elenbaas works with representatives from the police departments of Lincoln and Sudbury.

7. The district ensures no double-standard or preferred status exists in practice in regards to discipline at LSRHS. Bella Wong stated that the Coordinated Review has offered template for survey for students, staff and families but will also to look at our discipline data. The review of discipline data is an annual requirement so that it would be part of our corrective action plan.

8. NOT RECOMMENDED BY COMMITTEE

9. The district Improve security at night athletic events through better lighting and an increased police presence. Sudbury Police is already planning on an increased police presence at athletic events scheduled in the evening. Ms. Wong will look into the availability of portable lighting to augment current in situ lighting.

10. The district will collaborate with community leaders to facilitate training for community leaders, police, fire, school staff in the area of mental health, as needed.

11. The district offers elective programs for staff and administration in the national campaign to Stop the Bleeding, which is first aid procedures taught to staff who would elect to have the training. Chief Carter will facilitate this training.

12. The district provide time and resources for clinical counselors to visit and/or research other school districts' programs in mental health supports.

13. District continue its program in Restorative Justice practices. Chiefs Nix and Kennedy have established this program.

14. The district continue to provide ALICE training when school year begins. A.L.I.C.E. Training has been a part of the LS Safety drill program for several years.

15. The district continues and expands its self-defense class offered by the Wellness Department.

16. The district offer training in recognizing and responding to sexual harassment for all students to include consent, Title IX issues and other legal areas, especially as they refer to assault and harassment. Ms. Wong stated that there would be no budgetary impact because this is already a part of the curriculum.

17. The district allocate resources to expand the MVP program to include more Students.
18. The district hold the mock car crash event at least every 2 years. It is currently scheduled every 3 years.
19. Access to building should be limited to the front entrance after school begins at 8am.
20. Ensure that cameras are connected to Sudbury Police Department before school begins in fall 2018. This project is in process.
21. Change access to front door and check-in by visitors so that all visitors must be checked in and given a pass to enter the building.
22. The LS Safety Council develop and administer a safety survey for parents, students and staff members annually or semi-annually.
23. The composition of the LS Safety Council include the following liaisons, keeping in mind the need to exclude the student and/or parent for reasons of confidentiality: Student, parent, School Resource Officer, and a Member of the School Committee.

Discussion regarding approval of liaison assignments followed. Carole Kasper suggested additional liaison positions.

VOTE: Craig Gruber offered a motion to approve Liaison Assignments as amended. Ellen Joachim seconded the motion. All in favor, there was no further discussion.

Action Items

VOTE: Craig Gruber offered a motion to approve the proposed L-S School Committee Calendar of meetings for 2018-2019. Carole Kasper seconded the motion. All were in favor.

VOTE: Craig Gruber offered a motion to approve the Food Service Contract with Aramark Food Service Company for a term of one year with two one-year renewals. Kevin Matthews seconded the motion. All were in favor.

Vouchers #1126-1127 were signed

Superintendent/Principal Performance Review

Evaluations for the Superintendent/Principal were written by Kevin Matthews, Radha Gargeya, Patty Mostue, Craig Gruber, Nancy Marshall and Gerald Quirk. All evaluations are submitted to the Chair of the School Committee who prepares a summary compilation which has been distributed to the members. Mr. Gargeya suggested an earlier in the year schedule for the evaluation process but acknowledged that Sudbury Town Meeting in early May followed by Senior Scholarship/Award ceremonies and graduation in early June make finding time earlier in the year somewhat difficult. He added that in order to complete a

good evaluation, there should be touch points at beginning of year outlining clear expectations on which the evaluation will be based and discussions mid-year with the Superintendent so that there is continuous feedback throughout the year.

Ms. Wong was evaluated as being proficient as an overall rating which included being proficient in Personnel Management; Financial Management; General Management; Educational Vision and Leadership; and Personal Qualities and Characteristics. In the category Communications/Public Relations, the evaluation was rated improvement needed.

It was clear from the comments in each category that Ms. Wong is highly regarded by most School Committee members. In each category of evaluation of Ms. Wong, while there was a larger amount of positive and supportive comments, there was a smaller amount of critical comments. Mr. Gargeya opined that assessments should equally be undertaken with regard to the School Committee members themselves to provide opportunities for growth and personal improvement.

Other Business

There was no other business.

Calendar

LS School Committee Retreat

August 15 or 16, 2018

Adjourn

Radha Gargeya requested a motion to adjourn the meeting and return to Executive Session. Craig Gruber offered a motion to adjourn, Carole Kasper seconded the motion. The meeting was adjourned at 10:56pm. The LS School Committee members adjourned to executive session: To review and approve executive session minutes related to collective bargaining, contract negotiations with union and non-union personnel and/or litigation issues because to do so in public session would be detrimental to the District's position. To discuss strategy with respect to contract negotiations with union and non-union personnel. To discuss the deployment of security personnel or devices, or strategies with respect thereto.

Respectfully submitted,
Francy Zingale